



Microsoft Office 365

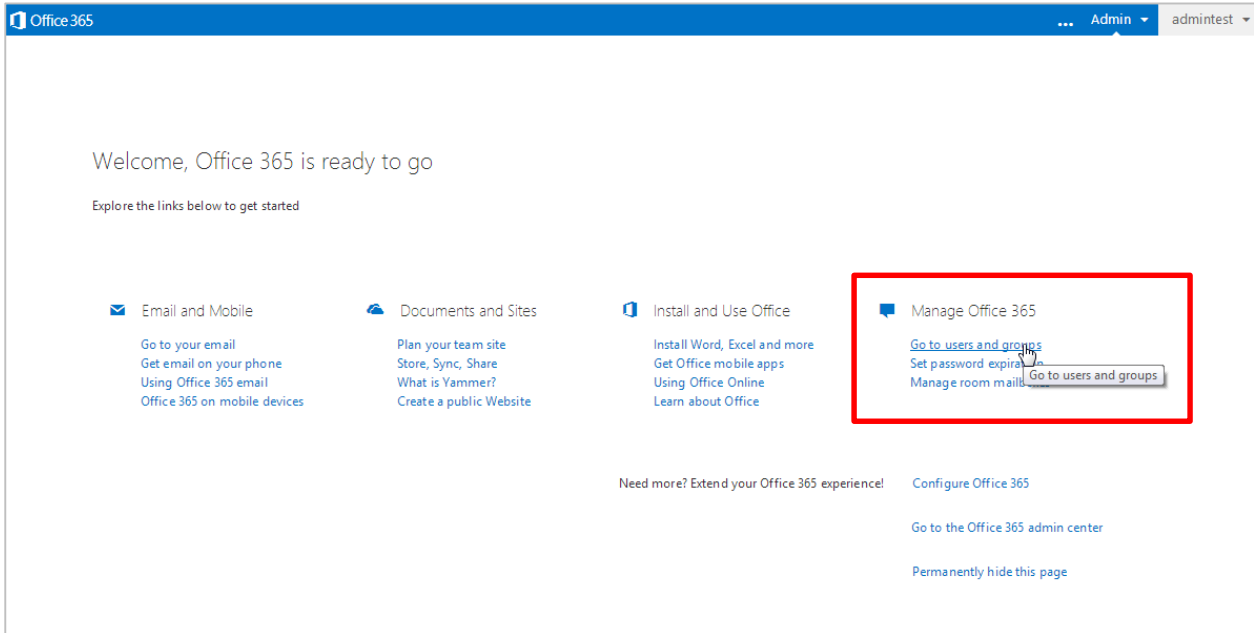
Admin Guide

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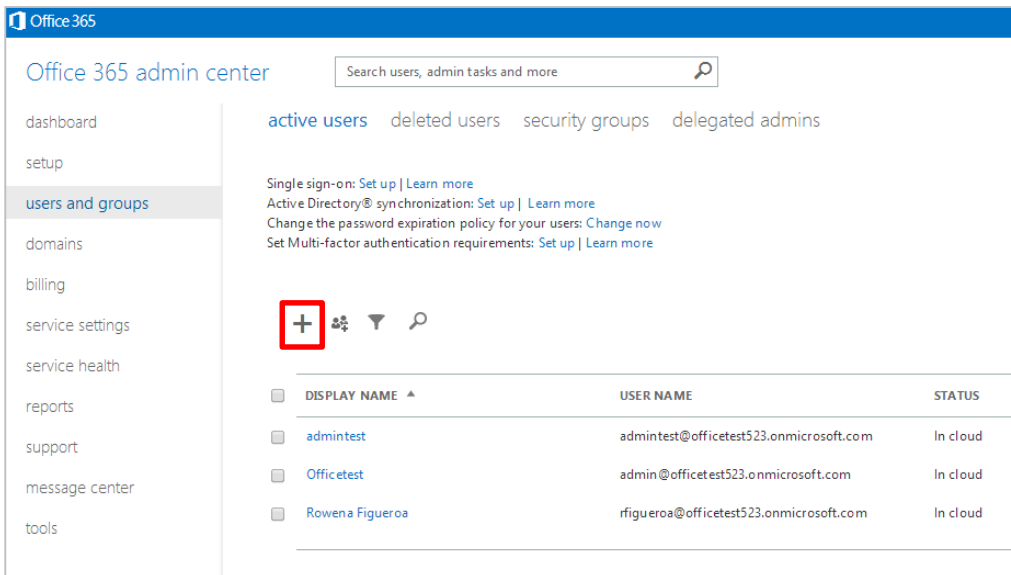
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Add a User

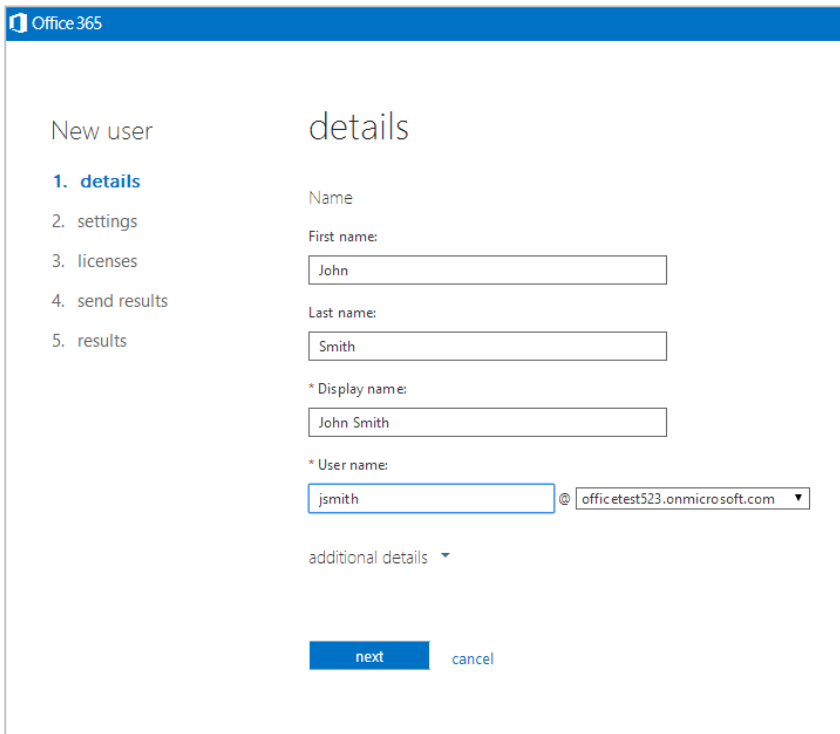
1. Access the Microsoft Office 365 **Welcome** screen:



2. From the **Welcome** screen, select **Go to users and groups** in the **Manage Office 365** group. The **Users and groups** screen displays:



3. Click the “+” button highlighted above to enter user **Details**:



The screenshot shows the 'New user details' form in the Office 365 Admin Center. The form is titled 'New user details' and has a sidebar with five steps: 1. details (selected), 2. settings, 3. licenses, 4. send results, and 5. results. The main form area contains the following fields:

- Name**
 - First name:
 - Last name:
 - * Display name:
 - * User name: @
- additional details

At the bottom of the form, there are two buttons: a blue 'next' button and a 'cancel' link.

4. Enter the user's first and last names, and then designate a **Display name** and **User name** for the user. User name is typically *firstname.lastname@company.com* (or first initial and last name; e.g., *jsmith@company.com*).
5. Click **[Next]**. The **Settings** screen for the user displays (see next page).

Assign a Role to a User

Office 365

New user

1. details
2. **settings**
3. licenses
4. send results
5. results

settings

Assign role

Do you want this user to have administrator permissions? [Learn more about administrator roles](#)

No
 Yes

(Select a role) ▼

Set user location

Different services are available in different locations. [Learn more about licensing restrictions](#)

* United States ▼

back next cancel

1. From the **Settings** screen, select whether the new user is an administrator or a typical user. The default is non-admin, or typical user.
2. If you want this user to be a type of admin, select Yes and then select a role from the drop-down list:

Office 365

New user

1. details
2. **settings**
3. licenses
4. send results
5. results

settings

Assign role

Do you want this user to have administrator permissions? [Learn more about administrator roles](#)

No
 Yes

(Select a role) ▼
(Select a role)
Global administrator
Password administrator
Service administrator
User management administrator

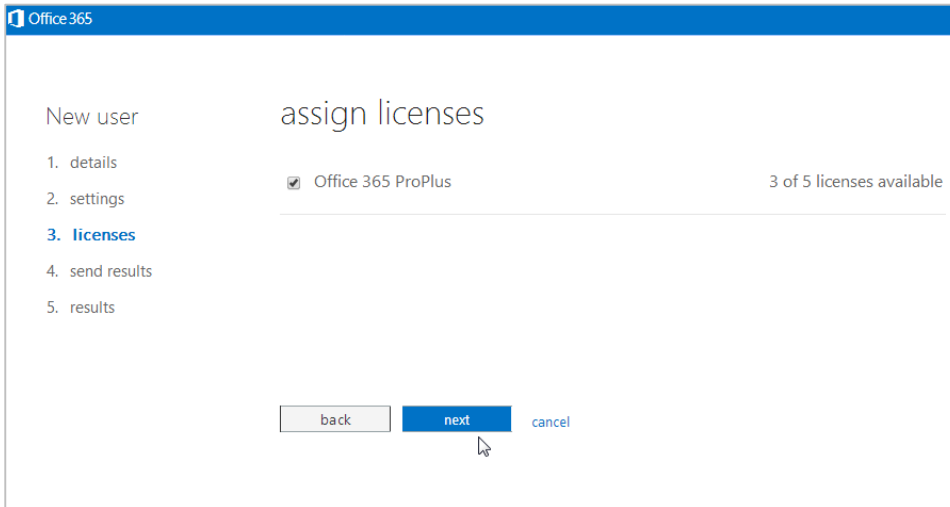
Set user location

Different services are available in different locations. [Learn more about licensing restrictions](#)

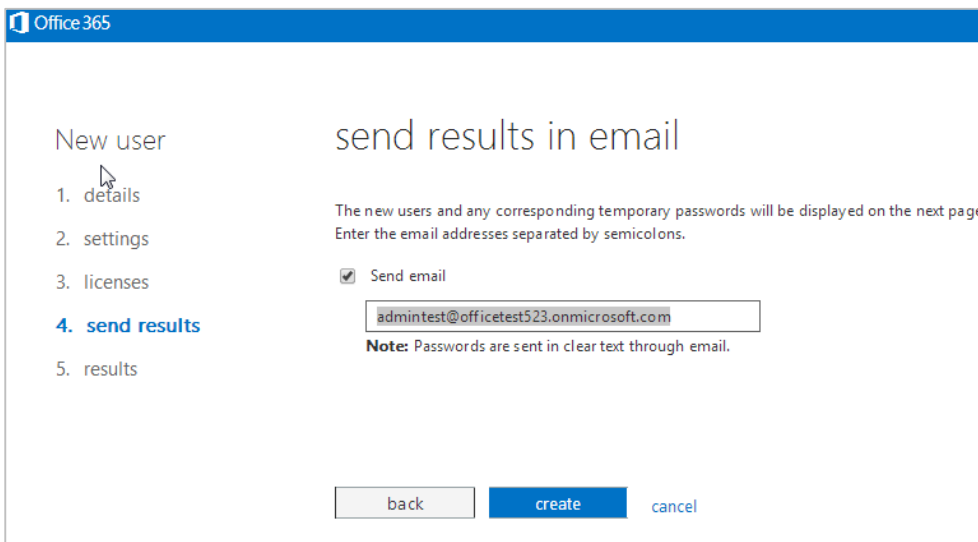
* United States ▼

back next cancel

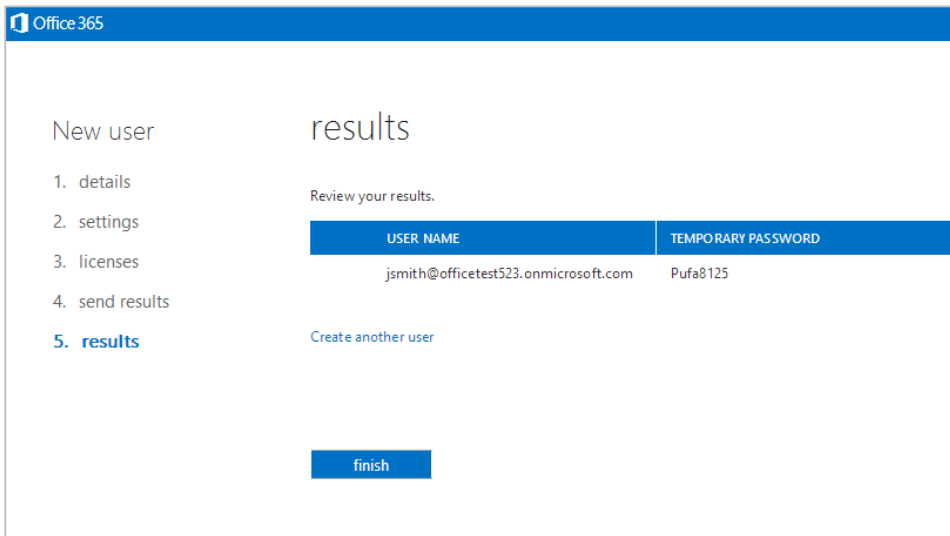
3. Select a location from the drop-down list and click **[Next]**.
The **Assign licenses** screen displays:



4. Assign the Hosted Microsoft Office license to the user (ensure that there is a checkmark beside the Hosted Microsoft Office application name) and click **[Next]**.
Note that the number of licenses available to you displays in the upper right corner.
The **Send Results in Email** screen displays:

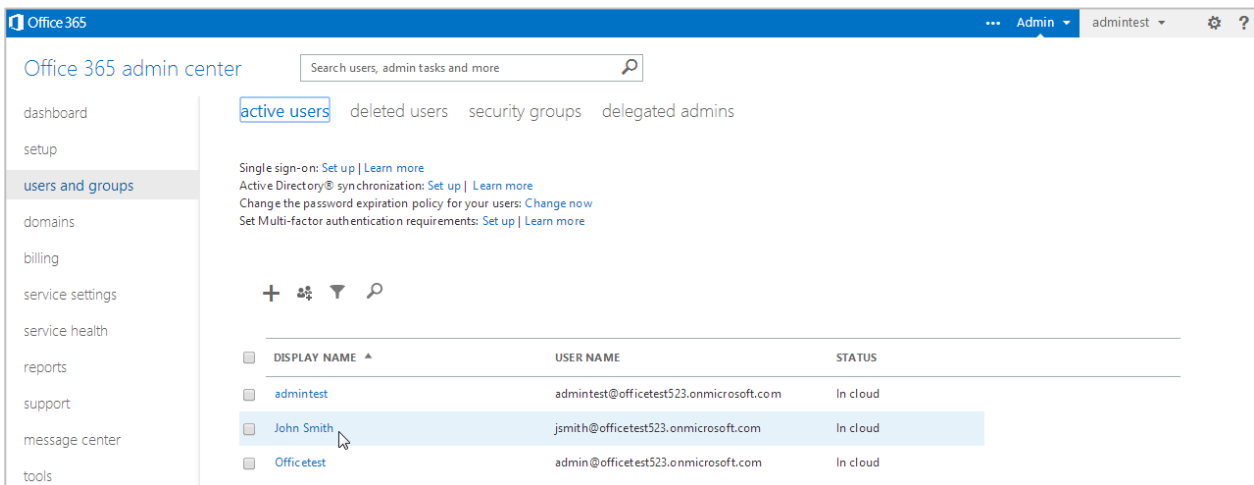


5. Enter email addresses (separated by semicolons) to send results to other admins and yourself, and click **[Create]**.
Final results, including a temporary password for the new user, display on the **Results** screen:



6. Check your work and click **[Finish]**.

The new user displays with other created users in the **Active Users** list:



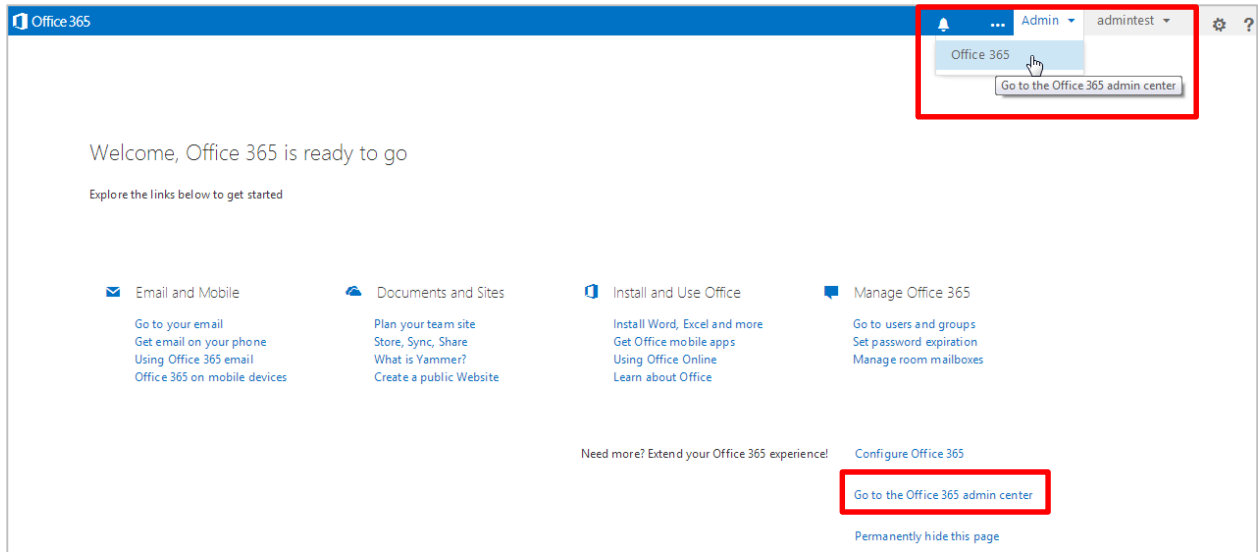
Set Password Expiration

1. From the **Welcome** screen, select **Admin > Office**.

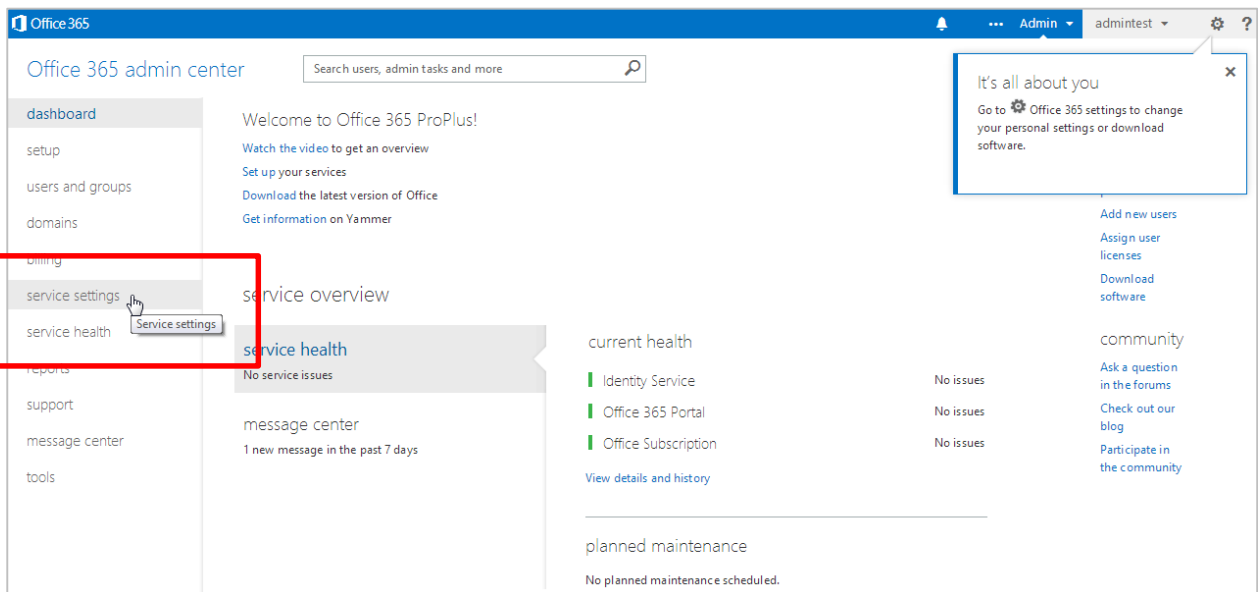
OR

Select **Go to the Office admin center** from the links at the bottom of the screen.

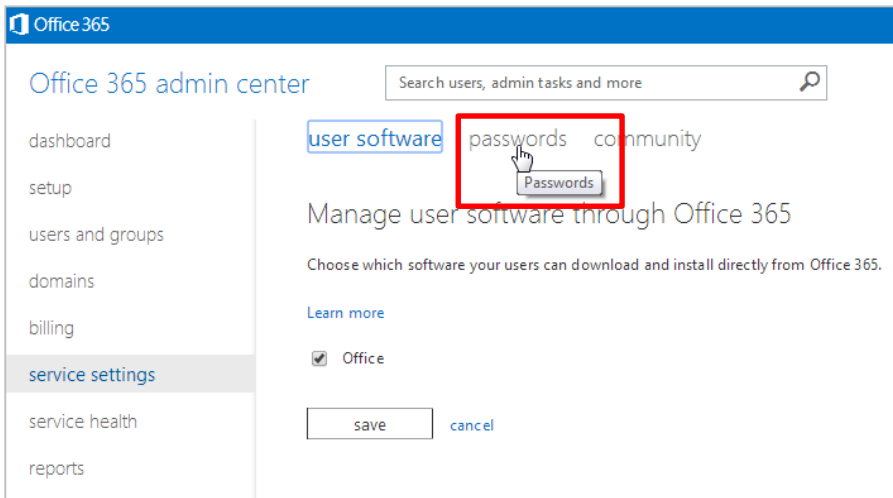
NOTE: If you select **Set password expiration** from the **Manage Office** group, you will only see instructions from Microsoft Help.



The **Office admin center** screen displays:



2. Select **Service settings** from the left-side menu (as demonstrated above).
3. Select **Passwords** from the menu options along the top of the screen:



The **Set the password expiration policy** screen displays:

 A screenshot of the 'Set the password expiration policy' screen. The title is 'Set the password expiration policy'. Below the title is a subtitle: 'Manage how frequently users' passwords expire and the number of days before users are notified that their password will expire. [Learn more](#)'. There are two input fields. The first is labeled '* Days before passwords expire:' and contains the number '90'. The second is labeled '* Days before a user is notified that their password will expire:' and contains the number '14'. At the bottom of the form is a 'save' button.

4. Enter the number of days before the password should expire.
NOTE: Choose a number of days between 14 and 730.
5. Enter the number of days before users are notified that their password will expire.
6. Click **[Save]**.